

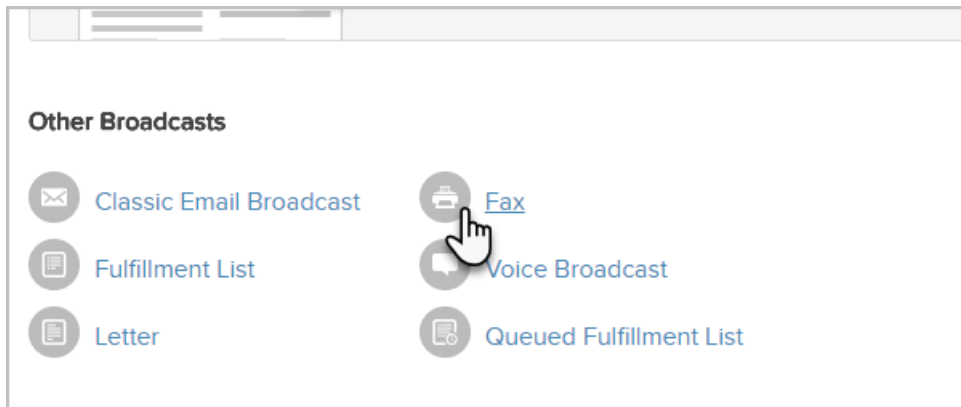
Send A Fax Broadcast 🔗

This article applies to:

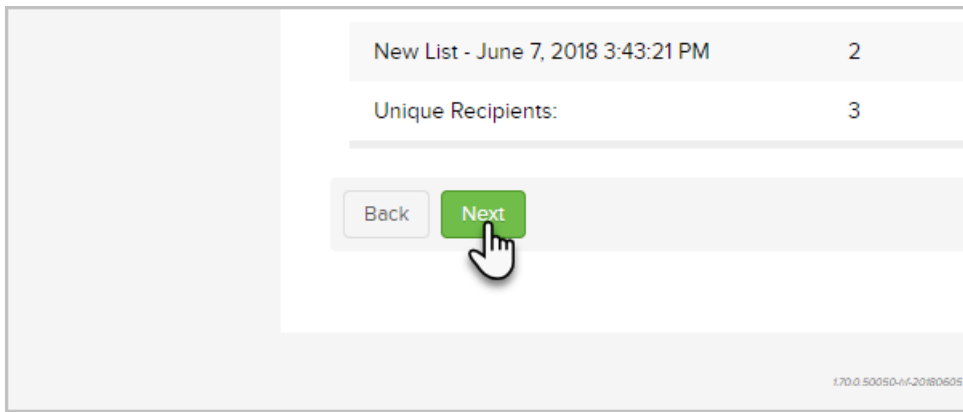
You can use the broadcast feature to send a fax to a group of people. Fax broadcasts are sent immediately. If you need to schedule a fax for a specific date, then you must integrate it into a follow-up sequence. There is an additional fee for sending fax broadcasts of 12 cents per page. If you send a three page document, the cost is 36 cents per person. These fees are added to your regular Max Classic billing.

Privacy Warning! Faxes are a permission based marketing tool. You must obtain permission from individuals or businesses before sending them automated faxes. Review the [Keep acceptable use policy](#).

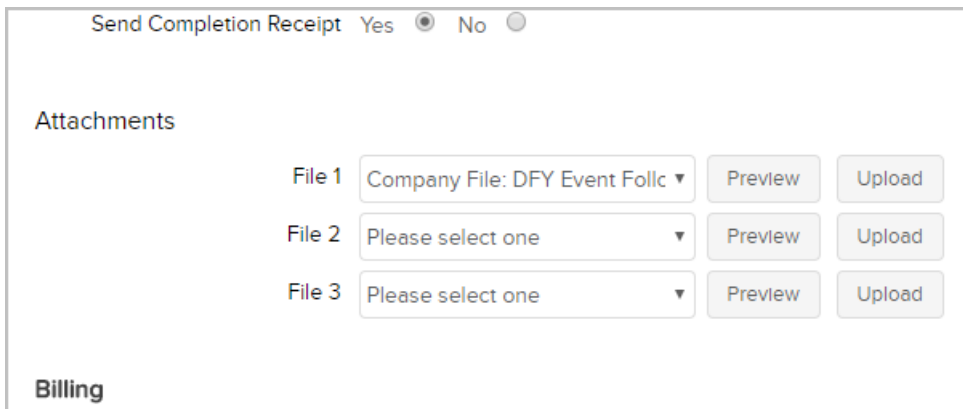
1. Go to **Marketing > Emails & Broadcasts**
2. Click on the **Fax** icon



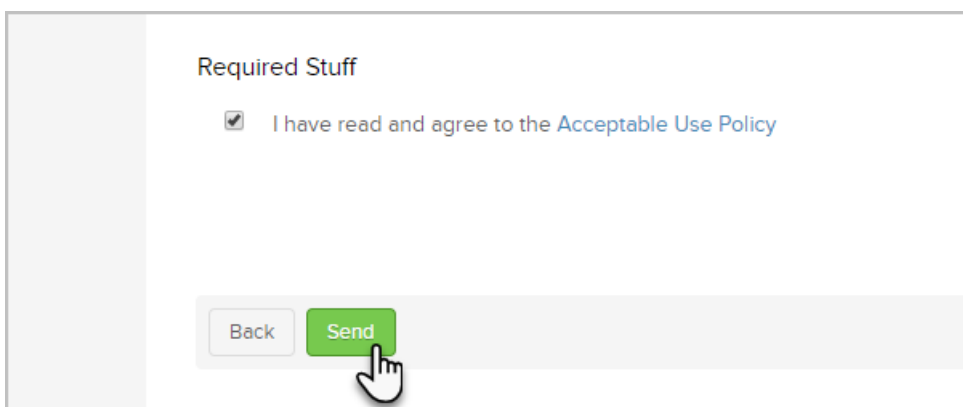
3. Select the recipients:
 - **Saved Search:** Select a list of contacts from the drop-down. If you frequently broadcast to a specific list of contacts, you should create a saved search for that list.
 - **New Search:** Click on the new search link to create a new list of contacts. This list is temporary, it is not going to be a saved search.
 - **Quick Add:** Add a new contact if you find someone missing from the saved search or new search lists.
 - **Import:** Import a new list if the contacts you need are not already in Max Classic.
4. Click **Next**



5. If you've previously sent a fax, you can select a previous fax and use it as a template
6. If you're starting from scratch, upload the document you wish to fax. Documents can have multiple pages, but **be aware that you are charged per page**. At the time of this writing, fax fees are **\$0.12** per page.



7. Once you have your documented uploaded, click **Send Test** to send the fax to yourself. Note: You must have a valid fax number in your user record. Fax fees will apply.
8. Click on the [Acceptable Use Policy](#) link to read the policy, then mark the checkbox to confirm you are in compliance.
9. Click on **Send** to send the fax.



10. Go to **Marketing > Reports** and click on **Fax Batch Status** to view the status of your fax.
